

MEMORANDUM

TO: The Honorable Mayor and
Board of City Commissioners

FROM: James L. Taylor
City Manager

DATE: January 15, 2012

SUBJECT: City Manager's Report

Submitted for your consideration are significant activities by departments for December. Please contact the above-signed or Wes Smith, Assistant City Manager for Customer Service and Support, if you have any questions.

Administration

The City Manager accomplished the following during the month of December 2011:

- Attended Transportation Coordinating Committee meeting in Leesburg, GA
- Attended Military Affairs Christmas event on the Marine Corps Logistics Base
- Participated in the grand opening and ribbon cutting of the City's Wellness Center
- Met with citizens regarding parking at 120 Delta Street
- Attended TSPLOST kick-off luncheon at Doublegate Country Club
- Toured Departments with newly elected Commissioner Hines
- Attended Christmas event sponsored by Base Commander Colonel Terry Williams
- Attended Special Called Meeting of the Albany Aviation Commission
- Met with Lee County Administrator regarding Tower Support Agreement MOU
- Participated in National League of Cities "Color Across America" event
- Attended and participated in gateway dedication and ribbon cutting, Newton Road
- Met with Dr. Ray Lanier regarding Valor Health Care's support needs at their Call Center on Oglethorpe

Airport

- **Terminal complex improvements project.** Now that the Walbridge Aldinger bid has been awarded, staff is getting the insurance and performance bond documentation from the contractor and the contract is being put together by Central Services and our architectural/engineering consultant. GDOT is getting some bid information from our consultant to incorporate into their grant. That grant will then be forwarded to the City for execution and then we will schedule the pre-construction conference. At that conference, we will get a detailed schedule, submittals can begin to be submitted, reporting relationships will be discussed and we will discuss the date that construction can begin. Until GDOT issues a Notice to Proceed, the City cannot issue their Notice to Proceed. We are working hard with the staff in Atlanta to alleviate any delays.
- **Airport statistics.** We boarded 3,075 passengers in November, which was a 5% decrease over November, 2010. Though our airline traffic was down for this time of the year, our cargo freight carried was up 50.4% (outbound) and up 17.9% (inbound) over this time last year. Cargo is making a slow recovery, but domestic airline travel is still very weak because of the ongoing economic problems. 88% of ASA's flights were on time last month.
- **Airport advertising concession Request for Proposals.** The RFP is closed and the responses were due on December 29. We received one (1) response from a company called Departure Media, which we have not worked with before. They are a DBE-owned firm based out of North Carolina. A Proposal Analysis Group will evaluate the single response and determine if we want to move forward with them versus putting it out for bid again.

Central Services

Procurement

- Conducted 5 bid openings/proposal closings
- Conducted 1 pre-bid/proposal conferences
- Released 3 bids/proposals

Fleet Management

- Processed 298 work orders
- 514.75 Billable Hours

Materials Management/Printing

- Received surplus from APD & Recreation
- Unloaded truck for the Fire Department
- Picked up a refrigerator for the Wellness Center
- Provided forklift support for Sewer Maintenance.
- Received surplus from Landfill and APD.
- Conducted stock analysis in the Storeroom: Inventory was \$50,556.26

- Conducted stock analysis in Auto Parts: Inventory was \$155,582.03
- Typeset 12 new forms for the City of Albany
- Typeset 2 new forms for the County
- Total Issues - Storeroom: 214
- Total Value - Storeroom: \$11,762.67
- Total Issues - Auto Parts: 494
- Total Value - Auto Parts: \$54,424.75

Downtown Manager

- The Christmas season was a big success Downtown this year. The traditional events such as the Christmas Parade and Peppermint Pops were a big hit as were some of our new events. The shops on Washington Street held their first ever Holiday Open House during Black Friday weekend. Shops reported very high sales, and customers raved about the excellence put forth by the shops.
- Downtown is constantly changing. The Downtown Farm Market (106 N. Washington Street) has closed for a facelift. The owners will reopen in early January under the name Our Daily Bread Café. Customers can expect to see a fresh modern look when the café re-opens. Once open customers will enjoy fresh local produce, a wide range of organic products and foods, smoothies, a new lunch menu, and a full scale coffee shop. If you have any questions, feel free to contact Jason Warren, Owner, at 229.869.6851.
- The Downtown Facebook page (www.facebook.com/dtownalbany) now has a weekly total reach of 791 people. This is up 23% from the previous week. There are 824 people who like the Downtown Facebook page. This has been a great tool to promote and bring awareness about the events and businesses Downtown.

Code Enforcement Department

Selected Statistics

- Total Inspections: 757
- Total cases opened: 143
- Total cases closed : 287
- Junk vehicle cases closed : 22
- False Alarms processed : not available

Community and Economic Development

Please Note: The numbers and costs for Housing Rehabilitation, Emergency Repair, Energy Efficiency, Neighborhood Stabilization and New Construction Programs reflect the beginning of the 2011 Fiscal Year.

HOME/CDBG Housing Rehabilitation Programs, Emergency Repair, Energy Efficiency, NSP (Neighborhood Stabilization Program), and New Construction Programs

- Five projects completed, total year-to-date: 19
- Total amount spent: \$33,299.52; total year-to-date: \$411,025.11

Weatherization Program

The Weatherization Program's new fiscal year began in April 2011.

- 10 projects completed; total year-to-date: 133
- Total amount spent: \$53,101.66; total year-to-date: \$666,236.59

Rental Program

- Total number of units: 232
- Total number of tenants: 218
- Total number of vacant units: 14

Homeless (Emergency Shelter) Program

- Nine emergency shelter units; six occupied, three vacant
- 15 transitional housing units; seven occupied, two vacant (six units are under renovations)
- Number of households assisted (other than housing): 40*
**These households were assisted through information referrals such as Faith Community Outreach Center, The Liberty House, Salvation Army's Rapid Re-housing, Neighborhood Service Center and/or Low Income Housing Projects.*

Economic Development

(Number of businesses assisted and Number of jobs created)

- 13 Microbusiness Enterprise Center Clients
- Six Downtown Retail Incubation Program Clients
- Global Essence is our newest assisted business
- Two Section 3 Certified Businesses:
 - Jim Boyd Construction
 - Brown Construction, Plumbing, and Electrical
- 49 Section 3 Certified Residents

Engineering

- **Nottingham Way, Phase II** – Plans are being developed to make improvements from Westover Blvd. south to Stuart Avenue. Preliminary cost estimates are being prepared to determine actual scope of project. The project will include roadway widening, lane changes and signal improvements. The on-ramp for Liberty Expressway will not be included in this Phase. Deerfield-Windsor has agreed to provide additional R/W. We are in the process of obtaining appraisals so that negotiations can begin with the property owners once a final design is determined.

City Engineering staff has met several times with the Stuart Place Homeowner's Association to discuss design options for the proposed improvements. After the last meeting on September 20, 2011 with the Association, the group stated that they would meet in December to discuss the options and provide a written decision. A response was received from the Homeowner's Association on December 17th. The Engineering Department will schedule a meeting in January to discuss the counter proposals offered by the group to determine the direction to proceed with the project.

- **Gateway Enhancements** - There are four locations that have been included in this project. Georgia will cost share with approximately, \$372,000.00. The locations are:

Clark Avenue and Sylvester Road (SR520)
Dawson Road at Dougherty County Line (SR530)
Slappey Blvd. and Liberty Expressway (US 19)
Southwest Georgia Regional Airport (SR91)

The low bid of Archimetric Design and Construction, Inc, Norcross, GA for the amount of \$751,945.00 was approved by the Commission on April 26, 2011. A preconstruction conference will be held June 13, 2011. The contractor completed the Newton Road site first. The project is 100% complete pending final inspection and release of retainage. The final project cost is \$763,991.80.

OTHER PROJECTS

- **Chehaw Park Sanitary Sewer** – Field work began on May 2, 2011. The preliminary design is approximately 60% complete. A copy of the preliminary design will be furnished for Chehaw Park Authority for their review. Preliminary design was submitted to Chehaw for review comments, no response received to date. Engineering continuing to finalize the project.

A project review meeting was held on September 21, 2011 to discuss the project. Comments were accepted. Plan revisions will begin in October 2011. We are approximately 85% complete on the construction plans. We are currently in need of input from Chehaw with flow so that the pumping station can be designed. Beginning the final design but still need input from Dougherty County about extension outside park.

- **East Broad Avenue Bridge Renovation Project** - This project consists of the replacement of the bridge. The DOT has engaged a consulting team to perform the Preconstruction Engineering for the project. A Citizen Advisory Committee has been formed to discuss any issues associated with the evaluation process to replace the existing bridge or other construction options. D.O.T. estimated projected Let Date of mid March 2012. PFPR held at local GDOT office on 7-19-11.

- **Traffic Signal Timing Study** – This project consists of a traffic signal timing study for a total of 50 intersections broken down into 5 different sub groups. Contractors will take necessary traffic counts and develop up to date timing sequences for each intersection including system timing and progression through interconnected systems. Each intersection will also be sketched and inventoried. This project is funded through Energy Efficiency Community Block Grants (EECBG) originating from Federal Stimulus money. Phase I completed and Phase II has begun with an additional 60 intersections.
- **Traffic Signal (LED)** -- Upgrade for 30 signalized intersections began 7-20-11 at various locations. Project is 75% complete. Change order to add 23 intersections approved by Commission on 12-20-11.

GEORGIA DOT PROJECTS

- **Jefferson Street/Bypass Interchange Improvements** – The DOT has recently performed the Preliminary Field Plan Review (PFPR) for this project. We are in the process of identifying our utility and infrastructure conflicts with the proposed design, as well as providing information on existing sanitary sewer easements impacted by the proposed improvements. No bidding or construction dates have been provided.
- **Roosevelt Avenue/Jefferson Street (State Route 91)** – At-Grade Intersection Improvements – Coordination efforts and design comments are being provided to Moreland-Altobelli for proposed median installations and railroad crossing arm improvements at this intersection. D.O.T. projected Let Date of November 18, 2011. The Final Field Plan Review was held on 12-20-11. Let Date revised to April 2012.
- **City of Albany Road Striping Project** - The following roads and intersections have been striped as of August 2011:

List of Road Striped Since November 3, 2011

Augusta Dr from St. Andrews Dr to Glen Eagles Dr
Techwood Dr from St. Andrews Dr to University St
S. Cleveland Ave from W. Gordon Ave to W. Oglethorpe Blvd.
W. Mercer Ave from N. Slapppy to S. Van Buren Street
S. Davis St. from W. Gordon Ave to Dorsett Ave

3 and 4-Way Stop Intersections Striped Since November 3, 2011

W. Waddell Ave at Willow Street
S. Cleveland St at W. Lincoln Avenue
S. Harding at W. Whitney Avenue
S. Harding at S. McKinley Street
S. Harding at W. Mercer Avenue
S. McKinley St at W. Whitney Avenue

Colquitt at Poplar Street
S. Davis Street at Dorsett Avenue
S. Davis St at Corn Street
S. Valencia Drive at W. Oglethorpe Avenue
S. Valencia Drive at W. Broad Avenue
S. Valencia Drive at Edgerly Avenue
West Town Rd from W. Gordon Ave to W. Oakridge Dr – Edgeline
Gaines Ave from W. Oakridge Dr to MLKing Jr Dr – Edgeline & Turn Lanes

Thermoplastic since November 3, 2011

N. Monroe Street & W. Roosevelt Ave – 2 crosswalks
N. Monroe St @ W. Residence Ave – 3 crosswalks
N. Monroe St @ Tift Ave – 4 crosswalks
3rd Ave @ N. Slappey Blvd. – 2 stop bars, EB-3 left arrows, WB – 2 left arrows
Gillionville Rd EB at Pine Ave – 1 stop bar, RRXing (except R's), 2 left & 2 right arrows
Gillionville Rd WB at S. Slappey Blvd. – 1 stop bar, 2 left & 2 straight & right arrows
Dawson Rd, EB at Whispering Pines Rd/Westgate Dr. – finished crosswalk & stop bar, & 3 left arrows.
Whispering Pines Rd @ Dawson Rd – finished crosswalk and stop, 2 left & 2 right arrows
Nottingham Way SB @ Whispering Pines Rd – remarked island & installed 20 delineators
Dawson Rd & 12th Ave – finished crosswalks and stop bars
Pine Ave EB @ Gillionville Rd/ N. Cleveland Ave – 2 stop bars & 4 left arrows
Pine Ave WB @ Gillionville Rd – 1 stop bar & 3 left arrows
W. Roosevelt Ave WB @ Pine Ave – 1 stop bar, 2 right arrows & 2 straight & left arrows
N. Cleveland Ave @ Pine Ave – 1 stop bar
N. Madison @ 4th Ave – 2 stop bars & 1 right arrow
N. Madison @ 2nd Ave – 2 stop bars, 1 right & 1 left arrow
N. Madison @ W. Society – 6 double arrows
N. Madison @ 1st Ave – 2 stop bars
N. Madison @ Park Ave – 1 stop bar
N. Madison @ Tift Ave – 2 stop bars

Finance

Finances as of December (General Fund only)

- Total all cash \$15,930,999

SPLOST V

- Received \$63,259,242 in SPLOST V revenues (inception thru April, 2011)
- Total Investment \$6,506,471

SPLOST VI

- Received \$7,008,247 in SPLOST VI revenues (inception thru December, 2011)
- Received in the month of December, 2011 – \$863,019
- Total Investment \$7,029,230

Sales Tax (LOST)

- Received year to date through December, 2011 - \$9,566,262
- Received in the month of December, 2011 - \$809,079

City/WG&L Long Term Investment

- Received \$8,527,694 (inception thru December, 2011)
- Received in the month of December, 2011 - \$280,403

Fire

December Statistics

• Residential structure calls	34
• Other structure calls (public assembly, industry, educational etc.)	1
• Vehicle fires	10
• Outside fires (brush, rubbish, crops etc.)	29
• Total fires	74
• Emergency medical responses	43
• False alarm responses	75
• All other responses (lockout, utilities, vehicle accidents etc.)	125
• Loss summary (city and county)	318,550
• Fatalities – civilian	1
• Fatalities – firefighters	0
• Injuries – civilian	1
• Injuries – firefighters	2
• Fire inspections	188
• Violations	290
• Violations corrected	324
• Fire prevention participants	256
• Fire training hours	5,093.2
• Percentage of fire training attendees	99%

Emergency Management Activities

- EMA completed annual GEMA Certified Emergency Manager training requirements for recertification and submitted training certificates to GEMA.
- EMA attended the GEMA Area 2 EMA Directors meeting in Sylvester. EMA Directors from 23 counties meet every other month to discuss emergency management issues, receive training and exchange ideas to better prepare and support our communities before, during and after natural or manmade severe emergency events.

- EMA attended the Albany Local Emergency Planning Committee (LEPC) monthly meeting. EMA serves as the vice-chair and the Committee helps plan training exercises for local agencies that deal with hazardous materials.
- EMA addressed the Albany Commission reference enhancing our 800 MHz radio communication capability. Albany signed Memorandums of Agreement with Thomasville, Crisp County and now Lee County to plug into Albany radio system. This is a win/win/win in that the joining communities pay all connection costs, pay their share of the system annual maintenance fee and we receive a greater range of interoperable public safety communication.

Communications

- 9-1-1 participated in a CodeRED Update Training Class along with APD. The class provided information about new updates to the system and also re-visited operational procedures already in place.
- All 9-1-1 personnel received a Fire Extinguisher class taught by members of the Albany Fire Department's Inspection Team.
- Three 9-1-1 Communications Officers completed on the job training and are now scheduled to attend the Basic Communications Officer Training and Certification Course at the Georgia Public Safety Training Center in January 2012.
- 9-1-1 Team 2 wanted to give back to the community during the holiday season, so as a team project, they collected children's toys and presented them to the Liberty House for Christmas.

911 Service Calls

- APD – 13,352
- DCP – 1,739
- EMS – 1,876
- AFD – 447

Training Division Activities

- AFD suppression personnel completed the annual Aerial Climb
- ISO Radiological Training was completed

Human Resources Management

Recruitment and Training Activities

- | | |
|----------------------------------|-----|
| • On-line applications received | 736 |
| • Pre-Employment drug screenings | 04 |
| • Random drug screenings | 00 |
| • DOT Screenings | 08 |

Processed New Hires

- | | |
|-------------|----|
| • Full-time | 03 |
| • Part-time | 08 |

Compensation and Benefits Activities

- | | |
|--------------------------|----|
| • Processed terminations | 10 |
|--------------------------|----|

- Processed Death Claims 01
- Retirement Enrollment 04
- Survivor Benefits Enrollment 02

Entered Notice of Changes

- Promotions 02
- Demotions 00

Risk Management

- New Claims 29
- Closed Claims 10
- Defensive Driving Participants 17
- Subrogation amount \$1,456.59

Workers' Compensation Claims

- New Claims 07
- Reimbursements / Refunds Received \$500.00

Information Technology

CJIS Project

- The goal of the Criminal Justice Information Systems project is to develop and implement an enterprise solution whereby all City and County law enforcement agencies, Dougherty County School Police, ASU Police and other similar agencies, District Attorney's office, Fire Department, 911 Communications, and the Courts share as much information as possible.
- The CJIS Steering Committee is in the process of working with the consultants Winbourne Consulting to review all of the software that the law enforcement agencies and court collectively utilize daily. This software review will give us a better map for moving forward with this project.

311 Call Center Statistics

- The 311 Call Center provides citizens with a single call / single web site source to receive information or to place a service call request. The governmental agencies involved are all of the City departments, all of the County departments, and Water, Gas & Light.
- The website version is available on www.311answers.com. To access this service via telephone, dial 311 or 229-878-3111. The 311 telephone number works with Alltel, AT&T land line, AT&T Mobility, Mediacom, Sprint Nextel, SouthernLINC, T-Mobile and Verizon. The below statistics are provided by Google Analytics and Taske Software.
- During December the 311 Call Center received 2,296 calls from citizens.
- Total website visits for December was 342.

City of Albany/Dougherty County Website Statistics

For the month of November 2011 the statistics as provided by Google Analytics and QScend Technologies are:

- The City of Albany E-Newsletters subscriber count is 4,111. This is up from 4,101 from last month.
- Total visits are 67,034. This count is down by 2,342 hits from last month's count of 69,376 with an average of 2,162 visits per day.

Planning and Development Services

Administration

- City Permits – 245 (\$17,946.50)
- County Permits – 53 (\$4,652.50)
- Estimated Construction Cost-City – \$1,046,128
- Estimated Construction Cost-County – \$410,956
- Responded to 764 calls and walk-ins
- Business First – 4 calls, 15 email inquiries; 3 questionnaires; and 1 participant

Planning & Development Staff Activities

- Processed 67 occupational tax certificates, three historic applications, two variance applications, three vacant building registrations, one antenna modification application, seven sign permits, seventeen new construction permits, two minor subdivision applications, and three subdivision plat recordings.
- Completed review of rezoning and subdivision files (2006 – 2011) for Comprehensive Plan updates (Future & Existing Land Use Maps)
- Reviewed draft document concerning amortization process in Sign Ordinance
- Participated in discussions for online business licensing software (Finance/CE)
- Completed Customer Support Manual
- Completed minor subdivision business process review
- Attended Poverty Analysis Seminar sponsored by DCED
- Updated Business First section on City website
- Continued CRS activities to include updating of Repetitive Loss Area mapping

GIS Staff Activities

- Entered three subdivisions into GIS Parcel Layers and Address Point Master File
- Created Garbage Pickup Schedule Map for Albany Public Works
- Prepared approximately 24 maps

Transportation Planning Activities

- Attended the GAMPO Annual Conference
- Organized and held the CTC, TCC, and DARTS Policy Committee meetings
- Began working on the FY13 UPWP Draft (Unified Planning Work Program)
- Initiated the approval for carry over funds from FY11 to FY12 UPWP

Police

The following reflects the crime statistics for December 2011 and the activities and events for December 2011.

Crime Trends

- During the two week time period, the Overall crime Trend was down by -2.36% when compared to the previous two week period (November 26-December 9, 2011).
- Both Violent Crime (-16.67) and Property Crime (-1.03) were down.
- A total of 35 cases were cleared equating to a 16.91% clearance rate for the two week period. A total of 43 cases were cleared during the previous two week period.

Community Oriented Policing Events/ Activities

- Neighborhood Watch Meetings throughout all Districts
- Crime Stoppers Board Meeting every last Thursday of the month
- Alumni Association Meetings Held Monthly

APD News Headlines and Community Activities

- Latino Initiative-Encouraging Citizens to report crimes and protect themselves from becoming a victim
- Service Standard Award Ceremony/Luncheon
- SOWEGA Council on Aging Speaking Engagement/Crime Prevention Tips-Central District
- Business Appreciation Luncheon hosted by Family Protection Unit
- Shop with a Cop Event held at Kmart and Hosted by the Fraternal Order of Police-over one hundred children served
- AmeriCorps handed out Crime Prevention Awareness/Tips in East and West Albany
- Pineknoll Lane: Armed Robbery/Aggravated Assault/Burglary: Remains Active
- Several suspects posted on Man Hunt Monday and Most Wanted segments this month.
- Fox 31 Interview regarding R.E.D. (Record, Engrave, and Document electronic Christmas Purchases)
- Several entering autos committed in the West District cleared after two arrests were made by the General Theft Unit.

Recruitment /Personnel Update

- There are 30 sworn entry level vacancies within the Albany Police Department
- There are two officers currently assigned to a Field Training Officer.

Public Works

Public Works Work Order Report

- Public Works closed 1,038 work orders during the month of December.

Sewer Division

- Staff issued sixteen (16) Industrial Wastewater Discharge permits in December 2011.
- Sewer Division employees distributed 150 cooking grease disposal awareness magnets to customers.
- Trouble truck crews handled daily combined sewer overflow (CSO) inspections and twenty-three (23) citizen calls regarding sewer problems over the four (4) day Xmas Holiday.
- Industrial Pretreatment staff completed 24 Grease trap inspections and received 41 waste manifests.
- Locate Technicians completed 528 Sewer Locates for the month of December.
- WPC staff collected 213 dump tickets from haulers of septic tank disposal loads.
- There were no flow days in excess of the 32 MGD permit flow rate at WPC in December 2011.
- Sewer Construction crews completed major repairs on Waddell Ave, Edgerly Ave., and Skywater Blvd, and began repairs on Broadway Ct.
- One (1) employee attended Defensive Driver training in December 2011.
- Two (2) employees attended Procurement Policy Training on 12/1/11.
- Five (5) Sewer Division employees attended a 2hr local Georgia Water Professionals District meeting, on 12/20/11, for Wastewater Licensing continuing education credit.
- The Division offered 5-1hr Wastewater Collector License review classes to ten (10) employees preparing for the exam in January.
- Approximately one third of the Sewer Division has now visited the Wellness Clinic for assistance since its opening in November.
- Division employees performed regular sewer sampling, maintenance and construction duties and maintained compliance with all EPD Permits!

Street Division

- Concrete crew poured 73.5 cyds of concrete which included repairing 17 sewer cuts, curb and gutter repairs and worked on the Sales Tax sidewalk repair project.
- Grade crew repaired and bladed 83 alleys. They also hauled 1016 loads of debris and dirt.
- R.O.W. crew continued trimming alleys as part of the alley maintenance program.
- Asphalt crew repaired 64 potholes and placed 27 tons of asphalt.
- Street sweepers swept 5,598 lane miles including Clark, Dawson Rd., Slappey, Palmyra Rd., Newton Rd., Oakridge Dr., Philema and Gillionville.

Solid Waste Division

- Received 746 work orders and closed 595.
- Collected 23.57 tons of recyclable materials.
- Collected and disposed of 2,036.41 tons of garbage and yard trimmings.
- Delivered 153– ninety gallon barrels.
- Lee CI Litter Work Detail–Areas Worked: 11, Bags Collected: 103 and Number of Inmates: 35.

- Code Enforcement Activity-Violators contacted: 39, Citations Issued: 1, Warnings issued: 13, & Total Violations Cleared: 55.
- Public Works closed 889 work orders during the month of November.

Recreation and Parks

Special Events/Programs

- Mayors' Christmas Motorcade - gifts were collected from mid-November through December 7th. Recreation Supervisors, Kristin Caso and Linda Harris, delivered the gifts to the patients at Southwestern State Hospital in Thomasville on behalf of the City of Albany on December 8th. This annual program administered by the Georgia Municipal Association, has been providing Christmas gifts for the patients at Georgia's seven mental health/mental retardation hospitals throughout the state for over 50 years.
- Letters to Santa - this program pairs caring citizens with Christmas letters to Santa written by children spending their holidays in one of two local shelters: The Bridge or Liberty House. Citizens pick up a letter at the ARPD office and purchase gifts from the child's wish list, then return them to the ARPD office where they are wrapped. Approximately 40 children were served in the program this year. All gifts were wrapped and delivered to the two agencies by ARPD Recreation Supervisors, Kristin Caso and Gloria Bridges on December 16th.

Centers and Gyms Programs/activities

Thornton Gym:

- Monthly on-going programs:
 - Ceramics: Tuesdays, Wednesdays & Thursdays from 9:00 am – 1:00 pm.
 - After School Homework Assistance Program: Monday – Thursday from 4:30 – 5:30 pm; Friday from 2:30 – 5:30 pm for ages 7 – 14.
 - Adults Free play Basketball: Tuesday & Thursday from 6:00 – 8:30 pm.
 - Ladies in the Making met on December 16 from 3:30 – 5:00 pm.
 - Project Care (Annual Clothing Give Away) was held on December 17th from 8:30 am – 2:30 pm. Sponsored by Phi Beta Sigma Fraternity. Over 100 participants received donation.

Henderson Gym:

- Monthly on-going programs:
 - After School Homework Assistance Program: Monday – Thursday from 2:30 – 6:00 pm.
 - Adult Men's Basketball Free Play: Monday & Wednesday from 6:00 – 8:30 pm.
 - Youth Basketball Free Play: Monday – Thursday from 5:00 – 6:00 pm; Friday from 2:30 – 5:30 pm.
 - Ceramics: Tuesdays - Thursdays from 3:30 – 7:30 pm.

- Albany Hawks Basketball Practice: Monday - Thursdays from 3:00 – 5:30 pm & Saturday from 9:00 -11:00 am for children ages 7 – 15. Participants are learning basketball fundamentals.

Carver Gym:

- Monthly on-going programs:
 - 35 & Over Basketball Program: Tuesday & Thursday from 6:30 – 8:30 pm.
 - 34 & Under Basketball Program: Monday & Wednesday from 6:30 – 8:00 pm.
 - Adult Morning Free play Basketball Program: Monday – Friday from 9:00am -12:00 noon.
 - Youth Adult Free play: Monday - Thursday from 2:30 – 6:00 pm; Friday from 2:30 – 5:30 pm.
 - Special Olympics Basketball: Tuesday & Thursday from 5:30 – 6:30 pm.

Bill Miller Gym:

- Monthly on-going programs:
 - After School Homework Assistance Program: Monday – Friday from 2:30 – 3:30 pm (K-5th grades).
 - Senior Crochet Class: Wednesday & Thursday from 9:00 am – 1:00 pm.
 - Ceramics: Monday – Wednesday from 9:00 am – 1:00 pm.
 - Aerobics/Exercise Program: Monday – Thursday from 6:00 – 7:00 pm.
 - Adult Men's Free play Basketball: Monday & Wednesday from 7:00 – 8:15 pm.
 - Adolescent Free play: Tuesday & Thursday from 7:00 – 8:15 pm.
 - Free Play Volleyball: Sundays from 2:00 – 7:00 pm.

Turner Gym:

- Monthly on-going programs:
 - Boxing Program: Monday – Thursday from 9:00 am – 11:00 am & 6:00 – 8:00 pm; Friday from 9:00 am – 12:00 noon.
 - Adult Men Free play Basketball/Weightlifting/Racquetball/Volleyball: Monday – Thursday from 9:00 am – 1:00 pm & 3:30 – 8:30 pm; Friday & Saturday from 9:00 am – 12:00 noon.
 - Albany Technical College Titan practice: Monday – Friday from 12:00 – 2:00 pm (girls) and 2:00 – 4:00 pm 9 (guys).

Lockett Station:

- Monthly on-going programs:
 - After School Homework Assistance Program: Monday – Thursday from 3:45 - 4:45pm.

- Men Adult Free Play Basketball: Monday – Thursday from 6:30 – 8:00 pm.
- Christmas with Grandparents was held on December 12th from 11:00 am – 2:00 pm. 114 seniors were in attendance. Guest speaker was Dr. Joshua Murphy, Superintendent for the Dougherty County School System.
- Total attendance for the month at all centers and gyms was 3,511. A total of 21 community service workers completed 350 hours.

Flint River Municipal Golf Course overview of December 2011

- The total rounds of golf for the month were 928 including 728 riding and 200 walking. Compared to December 2010 revenues in green fees increased by 3%, golf merchandises sales decreased by 1%, golf memberships revenues increased by 10%, power carts revenues decreased by 14%, and concessions revenues decreased by 1%. The overall net deposit was down over December 2010 by 5%. The concessions for the month not including beer sales were \$877.25. Banquet room rentals for the month were \$875.00.

Park Maintenance

- Mass clean up at Perth Court Park; Blaylock Green space and fence line; International Park and fence lines; voting precincts prior to run-off voting day. Installed/replaced light bulbs at various facilities as part of preventive rotation program.
- Delivered eight bleachers to 8th Avenue Ball Park Complex for game; delivered 10 tables and chairs to Bill Miller Gym for the Albany Police Department community event program.

Oakview and Riverside Cemetery

- Coordinated 14 burial services generating \$6,490.00 in revenues for the month.

Park Planning and Natural Resources

- Filled and graded low area along the east shoulder on the Greenway Trail at Society Avenue to eliminate possible hazard.
- Planting of Asiatic Jasmine groundcover plants at Ray Charles Plaza.
- There are currently 71 trees scheduled for removal.
- Arborist made numerous inspections to assist City, WG & L, and citizens; prepared and submitted 2011 Tree City USA Recertification application and 2011 Growth Award application.
- Tree crew trimmed a total of 117 trees and cleared 4 blind corners; removed 16 trees from street right-of-ways.

Health/Fitness Wellness & Community Events

Jackson Heights Fitness & Wellness Center:

- Monthly on-going programs include:
 - Aerobics: Monday, Tuesday, and Wednesday from 6:00 – 7:00 pm. 35 members participated.

- Christmas Open House was held on Thursday, December 22. 45 members attended.
- Total attendance for the month at Jackson Heights/Fitness Center was 1,038.

Carver Teen Center/Sports Complex

- Monthly on-going programs include:
 - Aerobics: Monday, Wednesday, & Thursday from 6:00 – 7:00 pm.; 98 participants
 - After School Homework Assistance Program: Monday – Friday from 3:00 – 5:00 pm; 130 participants.
 - Neighborhood Watch was held on December 13th with 25 participants. Guest speakers from the Albany Police Department. It's been successful in helping reduce the crime rate in the area around Carver Community Center.
 - Election was held on December 6 with 337 participants.
 - Total attendance for the month at Carver Sports was 852.

Therapeutics/Aquatics

- Special Olympic Basketball practice (5v5, 3v3, Team Skills); 48 participants, 9 volunteers.

Civic Center

- Diamond Cheer & Dance was December 3rd with 2,500 attendees. Setup/rehearsal day December 2nd.
- Sesame Street Live was December 6 - 7 with 1,308 attendees.
- Utilis Matronae Debutante Ball was December 9th with 300 attendees. Rehearsal day December 8th.
- ASU Commencement was on December 10th with 5,000 attendees.
- Christmas Agape was on December 13th with 150 attendees.
- DCSS Basketball games were held December 20th with 1,237 attendees.

Municipal Auditorium

- Ballet Theatre South performances were December 1 - 4 with 2,490 attendees.
- Peppermint Pops was held on December 10th with 900 attendees. Setup/rehearsal day December 9th.
- Greenbriar Church presented "Two Nights Before Christmas" on December 23rd with 250 attendees.

Civic Center Meeting Rooms

- DCED Poverty Analysis was held December 1st with 96 attendees.
- Georgia Regional Academy Graduation was held December 5th with 200 attendees.
- Church Banquet was held on December 16th with 200 attendees.

Transit

Training/Meetings

- Completed monthly NTD reporting
- Executive staff meeting
- Bi-Weekly conference calls with CHA Consultant Firm to discuss the Comprehensive Operational Analysis (COA)
- Coordinated and facilitated meeting with GDOT & FTA to discuss the Albany Multimodal Project

Capital & Operating Grants

- Continued work with GDOT to utilize all grant funds from older grants
- Continued to work with GDOT for multi modal project
- Continue to utilize grant monies to offset maintenance cost

Other

- Completed RFQ for the design of the Albany Multimodal Facility
- All PM's have been done on a timely basis on all fixed route and paratransit vehicles.
- Reviewed applications for Transit Planner position
- Reviewed draft summary of Fixed-Route Analysis from CHA Consultant Firms

JLT/lb

xc: All Department Heads
City Commissioners